

## CITY OF CABOT

### Job Description

**Job Title:** Patrol Officer

**Newest Revision:** July 26, 2013

**Department:** Police

**Reports To:** Patrol Sergeant

**Supervisory Responsibilities:** None

**FLSA Status:** Non-Exempt

**Salary Survey Reference:** Police Officer

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans With Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible*

**Job Summary:** To patrol the City of Cabot in order to enforce laws and ordinances.

#### **Essential Duties and Responsibilities:**

- 1) Patrols to observe criminal and traffic violations; makes arrests and/or issues citations to violators.
- 2) Responds to calls from individuals needing police assistance (i.e., domestic disturbances, burglaries in progress, disturbances with weapons, traffic accidents, etc.); makes arrests and/or issues citations to violators when required.
- 3) Ensures crime scenes and related evidence are secured; records information received from victims, witnesses and suspects for inclusion in required reports
- 4) Completes incident or accident reports and other related forms for each call, or codes the call when possible.
- 5) Testifies in court regarding criminal and traffic citations and/or arrests.
- 6) Ability to obtain certification within one year of employment including attendance of a training academy within time frame required.
- 7) Enforces city ordinances and state and federal laws by identifying and arresting offenders which may include physically subduing resistant violators
- 8) Must be able to proficiently use firearms and pass weapons certification.
- 9) All other duties as assigned by the Chief, Assistant Chief, Lieutenant or Sergeant.

**Minimum Qualifications:**

- 1) Possess a high school diploma or equivalent (GED) AND some college credit preferred.
- 2) Be at least 21 years of age by employment date.
- 3) Pass an F.B.I. and State Police finger print check.
- 4) Must pass a medical and psychological exam in addition to a drug test.
- 5) A valid Arkansas driver's license with a clean driving record for the past three years.
- 6) A citizen of the United States.
- 7) No felony convictions or misdemeanor convictions involving violence, weapons, or illegal drugs.
- 8) No Domestic Abuse convictions or pleas.
- 9) Must be of good character as determined through a background investigation.
- 10) Pass a physical agility test.

**Additional Knowledge, Skills, or Abilities Needed:**

- 1) Skill in observing situations and to record them clearly and accurately.
- 2) Ability to understand and carry out and issue oral and written instructions.
- 3) Ability to communicate effectively both orally and in writing.
- 4) Ability to perform multiple tasks at any given time.
- 5) Ability to maintain proper self-restraint and composure during and following any altercation or incident.
- 6) Ability to physically and mentally react in a variety of emergency law enforcement situations.

**Additional Demands**

As a member of the police department, the job at any time may require the employee to run, lift or carry injured person, use hand to finger, handle, or feel objects, tools or controls; reach with hands and arms, and may even endure physical altercations. At any time, duties may require the employee to endure physical force and respond with the minimum amount of force necessary to protect life or prevent bodily harm.

This job may require the employee to be exposed to outside weather conditions including extreme heat and cold, wet and dry, and also working after dark and in emergency situations. A potential exposure to infectious diseases exists while dealing with suspects.

**Physical Requirements:**

*The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

	YES	NO
Work involves lifting, pushing, pulling, loading, or carrying 15 pounds	x	
Work involves lifting, pushing, pulling, loading, or carrying 75 pounds or more	x	
Work involves earth moving equipment or commercial motor vehicles		x
Work involves the operation of non-commercial vehicles	x	
Work involves the operation of motorized equipment		x
Work involves bending, twisting, or reaching out in different positions	x	
Work involves climbing up or atop structures	x	
Work involves crawling or being in confined spaces	x	
Work involves being outside or exposed to extreme high or low temperatures over a long period of time	x	
Work involves running or jumping	x	
Work requires distance vision (20 feet or more)	x	
Work involves being able to detect colors	x	
Work involves being able to distinctly hear or detect sounds and understand conversation through voice	x	
Work involves typing on the computer for an extended period of time	x	
Work involves staring at a computer screen for an extended period of time	x	
Work involves long periods of sitting or standing without break	x	

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**Employee Name (Print/Sign/Date)**

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**Supervisor Name (Print/Sign/Date)**

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**Human Resources Director (Print/Sign/Date)**